

<b>APPENDIX B MINIMUM IMPRESSION UNIT STANDARDS &amp; CONTROLS</b>		Page 1 of 3
<b>Division of Forensic Science</b>		Amendment Designator:
<b>IMPRESSION UNIT PROCEDURES MANUAL</b>		Effective Date: 31-March-2004
<b>APPENDIX B MINIMUM IMPRESSION UNIT STANDARDS AND CONTROLS</b>		
I.	Chemical Processes	
A.	Standards	
1.	General. Reagent Solutions will be kept in latent print section/impression unit stock containers labeled with the type of solution, preparer's initials, and date prepared.	
2.	Minimum standards and controls for specific chemical preparations are in the Impression Unit Manual with each formula.	
B.	Controls	
1.	General. Exact chemical concentrations are critical to analyses in some forensic sciences; however, in impression unit examinations, the chemicals used merely visualize impression detail for comparison purposes. They do not alter the types of characteristics present or change their relative positions. A slightly weaker or stronger solution than usually employed may differ slightly from the norm in contrast produced, but as long as detail is discernible, an identification may be effected.	
2.	Working solutions of standards not specifically noted will be tested against a surface bearing a known impression or a test strip after the reagent is mixed. Documentation of the test impressions must be done in the case notes at a minimum.	
II.	Powder processes	
A.	Standards	
1.	Commercial stock containers should be used to refill latent print section/impression unit working powder containers for daily use.	
2.	Individual hair (or fiber) brushes should be used for different colors or types of powders.	
B.	Controls	
1.	Contaminated powders should not be returned to the stock containers.	
2.	Magnetic/conventional powder mixtures may be replenished by periodic addition of conventional (non-magnetic) powder to produce a 50/50 ratio.	
III.	Preservation of Impressions	
A.	Standards	
1.	All suitable impressions will be photographed prior to the application of any processing technique.	
2.	In those instances when all suspects have been identified, the examiner has the option to photographically preserve only those identified impressions. This may be limited to one impression for each suspect identification. The remaining unidentified impressions may be photographically preserved at the discretion of the examiner.	
B.	Controls	
1.	At least one method of preservation must be used for each non-duplicate suitable impression developed. Photographic prints or negatives will be checked against the original exhibits for sharpness, contrast and accurate reproduction of detail.	
IV.	Information to be Included on Lifts and Photographs	
A.	Standards	

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<ol style="list-style-type: none"> <li>1. Each lift and photograph or any negative which is used as the source of an impression upon which an evaluation or comparison is based will include the following minimum information. <ol style="list-style-type: none"> <li>a. Laboratory Case Number.</li> <li>b. The initials of the examiner.</li> <li>c. Item number and sub item designation, if given, of the article from which the impression was preserved (if impression was preserved in the laboratory).</li> <li>d. If an impression is identified, the initials of the verifying examiner made by the verifying examiner.</li> </ol> </li> </ol>		
V. Control (Possession) of Lifts, Photographs, and Negatives After a Case Has Been Completed		
A. Standards <ol style="list-style-type: none"> <li>1. All lifts, photographs, and negatives received from an outside agency will be returned to the submitting agency or the agency listed on the evidence receipt.</li> <li>2. All lifts made of impressions, developed by the Laboratory on items of evidence, will be returned to the submitting agency.</li> <li>3. Photographs which serve as record shots of identifications as required, will be kept in the laboratory. These items will be placed in the case file.</li> <li>4. Negatives and/or CD-Rom containing digital images will be returned to the submitting agency in the same packaging with the evidence. In instances in which impressions were developed on more than one item, the negatives and/or digital media will be returned with the first item on which the impressions were developed. The packaging for the negatives and/or digital media shall be sealed and labeled with the FS number, examiner's initials, and a notation that the negatives are of impressions developed on the following items....</li> </ol>		
VI. Photography		
A. Standards <ol style="list-style-type: none"> <li>1. Photography of impression evidence is appropriate when needed to assist an examiner in evaluation and comparison work.</li> <li>2. All negatives and photographs generated by the laboratory; will contain the following minimum information: <ol style="list-style-type: none"> <li>a. Laboratory Case Number.</li> <li>b. Initials of the examiner.</li> <li>c. Item number and sub item designation, if given, of the article from which the impression was preserved, or under which the exhibit was submitted.</li> </ol> </li> <li>3. Photographic negatives need not be exposed in a one-to-one format, but will include a measurement device.</li> </ol>		
B. Controls <p>Photographic prints or negatives will be checked against the original exhibits for sharpness, contrast, and accurate reproduction of ridge detail.</p>		
VII. Worksheets		
A. Standards <ol style="list-style-type: none"> <li>1. Worksheets will be filled out for all exhibits submitted for impressions.</li> <li>2. Worksheets for articles submitted for impression examination will include the following minimum information. <ol style="list-style-type: none"> <li>a. Laboratory Case Number</li> <li>b. Description of packaging evidence was received in</li> <li>c. Item number and sub item number, if given</li> <li>d. Description of article examined</li> </ol> </li> </ol>		

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<p> e. All examinations performed  f. The order in which the examinations were performed  g. The results of each examination in terms of non-duplicate suitable impressions that were developed.  h. The processing technique that was used to develop each suitable impression that was compared or will be compared (if the impression was developed in the laboratory)  I. Number of impressions determined suitable listed  j. Results of comparisons documented in a matrix (or the worksheet)  k. Verification documentation  l. Examiner  m. Date started  n. Date completed  o. Photographic negatives and prints made (when appropriate)  p. Additional remarks deemed necessary by the examiner </p> <p> B. Controls  1. Examiners are responsible for insuring all appropriate data as required in Standards for Worksheets, Paragraph #2, is recorded on each case worksheet. </p> <p> VIII. Laboratory Markings on Exhibits </p> <p> A. Standards  1. The packaging that the exhibits were received in will contain or be marked with the following information when received:  a. Laboratory Case Number  b. Item Number  c. Initials of the Impression Examiner </p> <p> 2. Whenever possible and practical, the exhibits themselves will be marked with the following information:  a. Laboratory Case Number  b. Item Number and Subexhibit Designation, if given  c. Initials of the Examiner </p> <p> B. Controls  1. Examiners are responsible for insuring that all information as required in Standards for Laboratory Markings on Exhibits, Paragraphs #1 and #2, is included on all packaging and exhibits. </p>		
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